

JOB DESCRIPTION:
Assistant Island Director
Nonexempt (Seasonal)
Reports to: Island Director



OUR MISSION

Covenant Point Bible Camp exists to present campers with the claims of Jesus Christ and encourages them in their next step of faith.

OUR CORE VALUES

Stillness and Silliness

It's through play that we are re-created, and that we become more child-like again- more fit to enter the Kingdom of God, more humbly ready to grow, more open to relationships, and more authentically ready to be present and still before God. We talk about, practice, and teach the disciplines of stillness, prayer, and reflection- recognizing that we provide rare opportunities for our guests to listen for God's voice.

Deep Discipleship

We seek to serve the particular churches of the Central Conference, as well as the broader Church, always finding ways to challenge campers to discover their unique next step of faith, to connect with their God-given call, and to think deeply about and respond with action to the hurts in our world. We seek to embody and teach a faith that encompasses head, heart, and hands.

Wilderness & Adventure

Imagination, child-like faith, and deep wisdom are all often ignited by time spent in wild places; we value our unique section of God's creation and consider it a privilege to bring others further into it to discover more of themselves and God.

Space to Lead

We see ourselves as a place of leadership development through doing, trying, succeeding, and sometimes failing within the bounds of a safe and supportive community; the wonderful strength of Covenant Point is rooted in the unique individuals who contribute to every element of its program in a bottom-up manner.

Excellent Care

Intimate knowledge of the place and people of Covenant Point affords the opportunity for long-term and wise nurturing; we strive to steward with excellence everything that God has given us- both human and non-human resources with frugal ingenuity and love. We seek to care for our campers by providing safe spaces to take risks, to explore creation, to know and be known. We consider serving to be a Christ-like, dignified, and important act, regardless of the task- from cleaning toilets to leading a devotion.

Minimum Qualifications

- 21 years of age and completed one (1) year of college
- Evidence of program leadership and experience
- Adequate outdoor skills to train staff and lead campers in outdoor skills
- First aid (course approved by State of Michigan)
- Lifeguard training certification (as outlined by American Red Cross or equivalent standard)
- CPR training (as outlined by the American Red Cross or equivalent)
- Evidence of spiritual and emotional maturity
- Good character, integrity, and adaptability

General Responsibilities

- Work in planning and administering an Island program based in conference goals for the camping ministry
- Supervise and set up physical facilities of Island program
- Maintain safe and responsible health and safety standards for all involved in the Island program

Specific Responsibilities

1. Plan a program for 6th, 7th and 8th grades that incorporate Harbor Point Ministries goals for the camping ministry.
 - a. Living with the natural environment rather than against
 - b. Emphasis on participatory program rather than entertainment
 - c. Campers make certain amount of their own decisions and learn to live with implications
 - d. Campers participate in their own life support activities: food preparation, area cleanup, etc.
2. Assist in setting up Island living sites, waterfront area and adventure course area.
3. Assist in set up and supervision of lost camper, lost swimmer, severe weather, and fire safety policy.
4. Assist in maintenance care of all equipment for the Island program, update ropes log weekly, and notify the Executive Director of needed repairs.
5. Set up short orientation for program staff during staff training, document who was trained, the procedure used, and have it verified by the Executive Director.
6. Write up a detailed evaluation of the summer program including:
 - a. Program schedule
 - b. Daily activities
 - c. Equipment purchase recommendations
 - d. Environmental impact
 - e. Future Island program recommendations
7. Review with the Executive Director the planned spiritual input from campers.
8. Participate in general camp program as assigned.
9. Participation in staff orientation.
10. Knowledge, skills, and ability to understand the developmental needs of children and youth.
11. Ability to relate to youth and adults in a positive manner.
12. Participation in camp program and work as assigned by the Program Director. Participate as a member of the camp staff team to deliver and supervise programs, special events, and other all-camp activities and camp functions.
13. Participate in spiritual life of the camp community; such as:
 - a. Participate in staff lead services for local churches (no more than two during the summer)
 - b. Join in staff worship times
14. Maintain a clean and safe environment in housing assignment. This will be reviewed weekly either by the Director or who he assigns. In addition, at the end of each week, help in general clean-up of the camp before beginning time off.

Physical Aspects of the Job

1. Ability to communicate and work with groups participating (ages 2nd grade thru high school plus family camp) and provide necessary instruction to campers and staff.
2. Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulation and emergency procedures, and apply fitting behavior-management techniques.
3. Visual and auditory ability to identify and respond to environment and other hazards related to general camp activity.
4. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
5. Ability to perform job responsibilities during daylight and nighttime hours.
6. Physical ability to prepare for, participate in, and lead campers in outdoor activities specific to this camp and position (such as endurance including walking, hiking, canoeing, bending, stooping and stretching).
7. Ability to lift up to 50 pounds and occasionally lifting of equipment weighing up to approximately 90 pounds may be required. Physical ability to prepare for, participate in, and lead campers in outdoor activities specific to this camp and position (such as endurance including walking, hiking, canoeing, bending, stooping and stretching).
8. Ability to operate with daily exposure to the sun, heat, rain, various animals and plants (environmental conditions unique to the North woods).
9. Requires eye-hand coordination and manual dexterity to manipulate equipment (equipment examples would be stoves, canoes, canoe trailer, lifejackets, pontoon boats, etc.).
10. Willingness to live in a camp setting and work irregular hours.